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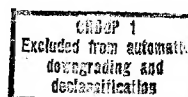
AGENDA  
Career Service Panel  
Office of Research and Development  
10 January 1972

0900 hours  
Room 607 - Conference Room

1. Review of agenda for 10 January 1972.
2. Review of minutes for 6 December 1971.
3.
  - a. Promotions
  - b. Staff additions and changes
  - c. Advance notice of special ORD training
  - d. Nominees for the Senior Seminar (Agency)  
running from 5 March to mid-May (final  
date to come).
4. ORD Career Development Plan 25X1A9a  
[REDACTED]
5. ORD Career Review Techniques 25X1A9a  
[REDACTED]
6. New business

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CAREER SERVICE PANEL  
Minutes of the Meeting  
10 January 1972

25X1A9a  
Attendees:



Chairman

Secretary

1. The meeting was called to order at 0905 hours by the Acting Chairman.

2. Additions to the agenda for 10 January 1972 were as follows:

a. Item 3.e  
Nominees for 1972 Stanford Executive Program -  
18 June - 10 August 1972

b. Item 6 - New Business  
(1) Disapproval of Promotion Recommendation -

25X1A9a

25X1A9a

(2) Statement from C/Optics/ORD on

25X1A9a

3. [REDACTED] moved that the minutes for 6 December 1971 be approved as written. [REDACTED] seconded the motion. Vote unanimous. Motion carried.

25X1A9a

25X1A9a

4. [REDACTED] moved that the minutes of the Career Service Panel/ORD should not be sent to the DD/S&T. [REDACTED] seconded the motion. Vote was unanimous. Motion carried.

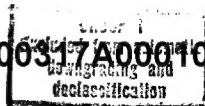
25X1A9a

5. [REDACTED] moved to amend the motion made by [REDACTED] in Item 4 to read:

25X1A9a

Career Service Panel/ORD recommended that the minutes of the ORD/CSP not be sent to the DD/S&T as a policy but recommends that specific items of interest be prepared by the Executive Secretary in draft form for approval by the Chairman, CSP/ORD and then forwarded to the DD/S&T. [REDACTED] seconded the motion. 25X1A9a  
Vote was unanimous. Motion carried.

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25X1A9a

6. In [REDACTED] absence, the Recording Secretary read the following report:

PROMOTIONS

25X1A9a

- a. Promotion action on [REDACTED] SPG/ORD from GS-13 to GS-14 was not approved by D/ORD.
- b. Promotion actions on the following have been forwarded to the Office of Personnel but ORD has not received final approval as of this date:

25X1A9a

[REDACTED] n/ORD  
[REDACTED] /ORD  
[REDACTED] An/ORD  
[REDACTED] MBSD/ORD

ADDITIONS - None

RETIREMENT - None

TERMINATIONS- None

REASSIGNMENTS- None

TRAINING

25X1A9a

- a. DD/S&T and OTR have approved full-time training for [REDACTED], RP/ORD at George Washington University - Graduate studies and research for one year.
- b. [REDACTED] attending Field Finance and Logistics Course running from 3 January through 21 January 1972.

25X1A9a

SPECIAL NOTES

Paperwork on any promotion actions for GS-14s should be presented at the February CSP meeting.

7. Discussion on nominees for the Senior Seminar (Agency) running from 5 March to mid-May was tabled for discussion under new business.

8. Division Chiefs asked for more time to review the Stanford University brochure before announcing any nominees for the 1972 Stanford Executive Program, 18 June - 10 August 1972. [REDACTED] requested those interested to submit their nominees to the Executive Secretary, CSP/ORD by 14 January 1972.

25X1A9a

9. [REDACTED] moved that there be no ORD nominees sent to the above Stanford University Executive Program. There was no second. Motion not carried.

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25X1A9a

10. [REDACTED] stated that copies of the final draft for the ORD Career Development Plan, dated 28 December 1971, had been distributed to the CSP members for review, discussion and final approval. Discussion followed on the pros and cons of incorporating the Career Development Plan and Career Evaluation Techniques into one program.

25X1A9a

11. [REDACTED] moved that the final copy of the ORD Career Development Plan be tabled for at least two meetings in order that he might study two more different ways of review and evaluating personnel; so that the Techniques report can be incorporated with the Career Development Plan to make a total program plan. [REDACTED] seconded the motion.

25X1A9a

25X1A9a

25X1A9a

12. [REDACTED] moved that the motion proposed by [REDACTED] in Item 11 be tabled until [REDACTED] discussed with the Panel his report on FMSAC Career Techniques. [REDACTED] seconded the motion. Vote was unanimous. Motion carried.

25X1A9a

25X1A9a

13. [REDACTED] briefed the CSP/ORD on the FMSAC Career Development Plan and Evaluation Techniques. (Please see list attached for a summary of the material covered.)

25X1A9a

14. [REDACTED] summed up his briefing as follows:

a. Ways FMSAC has approached the problem of career development.

b. FMSAC has a very good approach to career evaluation techniques.

c. FMSAC's experiences has shown that ORD cannot proceed without first reviewing career development techniques.

25X1A9a

15. [REDACTED] suggested that ORD very rapidly use some of the FMSAC forms of evaluation between now and the next meeting.

25X1A9a

16. [REDACTED] discussed FMSAC evaluation as compared to ORD evaluation. In the ORD evaluation system the division chief and one reviewer gives a reading on the employee. FMSAC is rating employees from 1 - 14. In ORD, the division chief and reviewer know the employee quite well, and the primary area of responsibility for the employee lies with the division chief and reviewer. [REDACTED] felt ORD had the better system as compared to ranking all employees at once.

25X1A9a

25X1A9a

17. [REDACTED] stated that the FMSAC system involves a cooperative involvement of the Director and the Deputy Director. He felt the CSP should approach the D/ORD as to the best way to handle this type of plan. He felt the ranking system should be tried at the next evaluation of CSP personnel on a trial basis in order to find out if the system would work for ORD.

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25X1A9a

18. [REDACTED] felt the CSP should be given copies of memoranda and other FMSAC material for study and review.

25X1A9a

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19. [REDACTED] moved that [REDACTED] brief the D/ORD and DD/ORD on FMSAC informational material so the CSP can have further discussion at the next meeting. He further stated that copies of this briefing material should be distributed to CSP members.

25X1A9a

[REDACTED] seconded the motion. Six members voted in favor of the motion; two members opposed the action. Motion carried.

25X1A9a

20. [REDACTED] moved to amend the motion above to read:

25X1A9a

a. [REDACTED] to brief D/ORD and DD/ORD on FMSAC informational material so that the views of the CSP/ORD could be made known to D/ORD in respect to the FMSAC personnel evaluation, office headroom, and career development assessment system; that the fact the ORD/CSP is very interested in the FMSAC system and would like to implement a similar program on a trial basis for ORD be stressed.

b. Distribute copies of FMSAC material to CSP members.

25X1A9a

[REDACTED] seconded the motion. Three voted in favor of the motion; four opposed the action and one member abstained. Motion not carried.

25X1A9a

25X1A9a

21. [REDACTED] moved that an amendment be made to [REDACTED] motion in Item 19 to read:

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25X1A9a

[REDACTED] and his committee and [REDACTED] brief the D/ORD and DD/ORD on FMSAC informational material and discuss the FMSAC employee evaluation plan for the purpose of sounding out D/ORD and DD/ORD of the possibility of implementing such a plan for ORD, and that further discussion of this be taken up at the next CSP meeting. He further stated that copies of the FMSAC briefing material should be distributed to CSP members.

25X1A9a

[REDACTED] seconded the motion. Six members voted for the motion; two were against the motion. Motion carried.

22. The CSP acted on a motion made in Item 11:

25X1A9a

[REDACTED] moved that the final copy of the ORD Career Development Plan be tabled for at least two meetings in order that he might study two more different ways of reviewing and evaluating personnel; so that ORD Career Techniques report can be incorporated with the Career Development Plan to make a total program plan. [REDACTED] seconded the motion. Six members voted in favor of the action; two opposed the motion. Motion carried.

25X1A9a

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23. The Training Officer/ORD was asked to investigate the possibility of scheduling the Performance Appraisal Workshop course for the Career Service Panel members, Division Chiefs and Deputy Chiefs engaged in writing up fitness reports.

24. Selection of nominees for the Senior Seminar (Agency) to be sent to the D/ORD for final approval was made as follows:

25X1A9a

25X1A9a

25. [REDACTED] moved that the CSP/ORD request that the D/ORD and DD/ORD provide feedback to the CSP members relative to either a rejection of a promotion action or an approval of a promotion action for the purposes of providing guidance to the CSP members in their deliberations. Motion was seconded by [REDACTED]. Seven members voted in favor of the motion; one member opposed the action. Motion carried.

25X1A9a

25X1A9a

26. [REDACTED] suggested that a "thank-you" memorandum be sent to FMSAC over the signature of the Chairman of the CSP for providing FMSAC material. The CSP members agreed that this should be done by [REDACTED]

25X1A9a

25X1A9a

27. [REDACTED] made the statement of intent to promote [REDACTED] from GS-14 to GS-15.

25X1A9a

28. The next meeting of the CSP/ORD was scheduled for 7 February 1972 at 0900 hours. (The meeting was rescheduled for 14 February 1972.)

25X1A9a

29. [REDACTED] requested information as to ORD average grade level. He was told to check with AO/ORD.

30 Meeting adjourned at 1150 hours.

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[REDACTED]  
Acting Chairman, CSP/ORD

Attachment - 1

FMSAC MATERIAL SUMMARY

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